



**Tony Evers, Governor**  
**Dawn Crim, Secretary**

June 25, 2019

Cynthia Lokemoen, Clerk  
Town of Birch, Lincoln County  
W3585 Copper Lake Avenue  
Gleason, WI 54435  
715-536-8247

**VIA E-MAIL**

Re: Town of Birch Jurisdiction Request for Uniform Dwelling Code Permitting and Inspecting

Dear Cynthia Lokemoen,

I am pleased to inform you that your municipality has met all the requirements under the provisions of Wis. Admin. Code §§ SPS 320.06(1) and SPS 327.06(1) to exercise jurisdiction over the permitting and inspecting of one- and two-family dwellings and camping units pursuant to Wis. Stat. § 101.63(1).

As a condition of the delegation, you are required to comply with the following:

- Provide the Department with a copy of any revisions to your municipality's ordinance
- Employ or contract with certified uniform dwelling code (UDC) inspectors

If your municipality chooses to relinquish jurisdiction, then please follow the provisions of Wis. Admin. Code § SPS 320.06(1)(c)3 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

Our UDC consultant for your area, Jack Wotruba at (920) 360-0020, is available to assist in any questions or concerns your municipality may have with implementing permitting and inspecting services for dwellings or camping units.

The Division of Industry Services looks forward to working with you.

Sincerely,

Michael D. McNally Jr.  
Section Chief, UDC and Camping Units Program

cc: Garry Krause, Bureau Director, Technical Services Bureau  
Jack Wotruba, UDC Consultant, Technical Services Bureau